

ENFORCEMENT STAFF INSTRUCTIONS CLEAN HARBORS' PAPERWORK FOR INVOICING PURPOSES ONLY

This information only pertains to the items needed in processing the payment of Clean Harbors invoices.

Supporting documents for an invoice:

- ❖ Call sheet
- ❖ Worksheet
- ❖ Manifest, if any
- ❖ Approved Subcontractor's Paperwork, if any
- ❖ Miscellaneous: contracted items affecting the calculation of charges

Please ensure the accuracy of the information. Signing the paperwork means you authorized the items in that paperwork which will be billed to the City. If the items are not in the contract, there will be payment issues.

The following information are needed:

- ❖ Signatures on all the supporting documents including approved subcontractor's paperwork.
 - Manifest (2nd or additional pages -- there is no space for City staff to sign but for invoicing, CH will ask for your signature later on. Pls. sign the additional pages on the side or on top where it can be easily seen.)
 - ❖ **WORK ORDERS** and Council District (CD) No. (pls. see next pages on where to write these: top right space of the worksheet, work order area on call sheet)
 - ✓ EQP Word Orders & CD # (Ask your supervisors for the most current list)
 - ✓ SSPAICID (routine and emergency)
 - ✓ New and special work orders
 - ❖ Address (same on all documents)
 - ❖ Date and Time (start, end, break)
 - ❖ Name of staff, title and hours (start, end, breaks)
 - ❖ Truck, Supplies and Materials
 - Examples:
 - PPEs, if you asked for it, they will note and bill that on the invoice
 - Drums (type, size, quantity)
 - ❖ Description of work (No pick-up, needs to be specified what else was done)
 - ❖ Manifest no. – needs to be written on the work sheet and call sheet
 - ❖ Approved Subcontractor – needs to be written on the work sheet and call sheet
 - ❖ Other info that Enforcement needs such as the case no.
- If CH used an approved subcontractor, please sign the subcontractor's paperwork and obtain a copy from them as well.
- If there are changes or additions by Clean Harbors later on, you will be asked to initial the change/s. If you approve the change/s, please initial and put the date you signed it.
- All officers/inspectors' copies, including approved subcontractors' paperwork (stapled together) should be turned in to Cecille as soon as possible, preferably the same day you returned from the field. Pls. scan a copy for yourself.
- ❖ If we can't find your copy and you already scanned it, kindly print your copy, sign and date and provide us a copy. If you lose your carbon copy, you will be asked to review the vendor's copy, sign and date it.
- Manifest copies should go to Admin's (Fredricka's) inbox.

SAMPLE

Call Out Sheet/City of Los Angeles L0608R3/L050943

Multiple Stop ER YES or NO please Circle Stop _____ of _____

Call Received Date _____ Time _____

Time left stop _____ Time arrived site _____ Time left site _____

Time arrived TSCF _____ Time left TSCF _____ Time arrived shop/next Stop _____

CHES Employee taking call JAVIER GABRIEL

Department _____ Mail Stop _____

Bureau Sanitation Work Order # **SGFH0PEP 201**

Division Watershed Protection Agency Division # 7D25

Caller's Return Phone No. _____ Name _____

Type of Incident ☐ Spill ☐ Dump ☐ Other

Time of Incident _____ ☐ PM ☐ AM

Is material an IMMEDIATE environmental hazard (ex. Waste running down street OR can it be scheduled for pick up at a later date (ex. An abandoned drum in alleyway)? _ Y _ N

City official WILL Always be Required to Sign Manifests - No EXCEPTIONS

City Representative's Name? _____ Print inspector's name

Signature of City Representative _____ Inspector's Signature

Location of Incident _____

Case # **CASE #**

Major Cross Streets _____ Thomas Guide Page/Grid _____

Nature of Incident _____

How much spilled? _____ Over what area? _____ Traffic Lane Closed? _____

Sewers/Storm Drained Involved? _____ Amt. Of Absorbent Down? _____

Inventory of Materials/Chemicals? _____

Human Faces _____

SWOW# _____ MANIFEST# _____

Internet Use B/E Field Hours

Hours travel to site _____
(1 hour max/2 after Round)

Hours on site _____

Hours Travel to Disposal Facility _____

Hours Depart Disposal Facility _____

Hours Return to Shop (1 hr Max) _____

Hours to Subject (Lunch) _____

Total Hours to Bill

Write work order & CD.

FY 2017-18
ENVIRONMENTAL QUALITY PROGRAM (EQP) WORK ORDER NUMBERS
as of 05/14/2018

PROGRAM		FUND NO.	WOF	WOF NAME
CLEAN STREETS LA	Abandoned Waste	GF 100	SGFALLYP	CSLA ALLEY CLEANUP BY STORMWATER
		GF 100	SGFCAMPP	CSLA ENCAMP CLEANUP BY STORMWATER
		GF 100	SGFALLYR	CSLA ALLEY CLEANUP BY SOLIDS
		GF 100	SGFCAMPR	CSLA ENCAMP CLEANUP BY SOLIDS
		GF 100	SGFNDBRR	CSLA NON-BOS RECEPTACLES BY SOLIDS
		GF 100	SGFSUPP1	CSLA ABANDONED WASTE SUPPORT
	CleanStat	GF 100	SGSTATS	CSLA CLEANSTAT BY SOLIDS
		GF 100	SGPSTRR	CSLA RECEPTACLES ASSESS SOLIDS
	Street Receptacle	GF 100	SGFRECPR	CSLA RECEPTACLES BY SOLIDS
		GF 100	SGFBIGBR	CSLA BIG BELLY BY SOLIDS
		GF 100	SGPTOYSR	CSLA TOY DISTRICT BY SOLIDS
OPERATION HEALTH STREETS	Skid Row	GF 100	SGFSKIDP	OHS SKID ROW ENCAMP BY STORMWATER
		GF 100	SGFSKIDR	OHS SKID ROW CLEANUP BY SOLIDS
		GF 100	SGFSKRRR	OHS SKID ROW RECEPTACLES BY SOLIDS
		GF 100	SGFSUPP4	OHS SUPPORT
	Venice	GF 100	SGFVENCP	OHS VENICE ENCAMP BY STORMWATER
		GF 100	SGFVENCR	OHS VENICE ENCAMP CLEANUP BY SOLIDS
		GF 100	SGFVENRR	OHS VENICE RECEPTACLES BY SOLIDS
		GF 100	SGFSUPP4	OHS SUPPORT
PUBLIC RIGHT OF WAY (HOPE)	HOPE	GF 100	SGHOPERP	HOPE TEAMS BY STORMWATER
		GF 100	SGHOPER	HOPE TEAMS BY SOLIDS
		GF 100	SGFSUPP6	HOPE TEAMS SUPPORT

*All Special Fund WOIs have been closed. Please do not continue charging to them.

ENHANCED SERVICES TO COUNCIL DISTRICTS	Enhanced Services to Council Districts	GF 100	SGFCD108	CD 1 ENHANCED DEDICATED SERVICES
		GF 100	SGFCD085	CD 9 ENHANCED DEDICATED SERVICES
		GF 100	SGFCD125	CD 12 ENHANCED DEDICATED SERVICES

**These WOIs should only be used for Council District specific work.

SKID ROW PERSONAL HYGIENE STATION	Trash Compactor for Skid Row Personal Hygiene Station	GF 100	SGFSRPHS	SKID ROW PERSONAL HYGIENE STATION

LAWA MANCHESTER SQUARE	LAWA Manchester Square Project	SWRIF 508	SRMANPRO	LAWA MANCHESTER SQUARE BY SOLIDS
		SPA 511	SSPACSLA	LAWA MANCHESTER SQUARE BY STORMWATER

HUMAN RESOURCES DEVELOPMENT DIVISION

TAILGATE ATTENDANCE ROSTER

Class Title Chen Harbor's Paperwork Date 6/7/18
 Instructor Wong / Gabriel Course Code N/A Length 1 hrs
 Supervisor Wong Instr Code N/A Room No Board room Pay Per
 Alternative Delivery Method (X): ☐ Audio Tape ☐ Book ☐ CD-ROM ☒ Handout ☐ Video/DVD ☐ Web-Based/Online

Additional Class Comments: Print or type in space below
see attach ments
 Additional training/ tailgate documents attached Mail to: HRDD Safety Section, Stop 535-Hypoxia Treatment Plant, 12000 Vista Del Mar, Play Del Rey, 90263

TYPE THE FULL NAME AS IT APPEARS ON THEIR PAYCHECKS

LAST NAME, FIRST NAME, M.I.	INITIALS	DIVISION	SRPOD	LAST NAME, FIRST NAME, M.I.	INITIALS	DIVISION
DOE, JONATHAN A.	JD	SRPOD		Metcalf, Ronnie R.	RRM	WPD
1. WOMB, HOWAR	HW	WPD	24	Centeno, Gishon	CS	WPD
2. CARROLL, RALPH	CR	CHES	25	Lara, Gary	GL	WPD
3. FROSTON, SANCHEZ	FS	CHES	26	Lee, Seth	SL	WPD
4. FANELA, BOND	FB	WPD	27	Pacan, Michael	MT	WPD
5. MICHAEL, GURST	MG	WPD	28	Huang, Joseph	HT	WPD
6. ARAMBULO, LITU	LA	WPD	29	Nguyen, Alexander	AN	WPD
7. Eichen, Brandon	BE	WPD	30	Foran, Joseph	FF	WPD
8. Eichten, J. Behzad	BE	WPD	31	Lee, Kevin	KL	WPD
9. FLORES, ERIK	FE	WPD	32	Smith, Adam	AS	WPD
10. PASTOR, DAVID	PR	WPD	33	COOK, CAROLYN	CC	WPD
11. NEDRA, INGVID	IN	WPD	34			
12. LEUNG, LORANCE	LF	WPD	35			
13. Trujillo, Mark	MT	WPD	36			
14. MASON, LUCAS	ML	WPD	37			
15. GARCIA, MATEO	GM	WPD	38			
16. Ramirez, Rene	RR	WPD	39			
17. DIAZ, DAVID	DD	WPD	40			
18. Rosales, Salvador	RS	WPD	41			
19. Abrahamson, Abraham	AA	WPD	42			
20. Day, Kevin	KD	WPD	43			
21. HARRIS, AARON	HA	WPD	44			
22. EDWARDS, JAMES	JE	WPD	45			